

## Diversity Council Minutes – Wed, 12-Mar-2006

(note this session is being converted to text by the ? service)

**Presiding:** Alyce Bradbury, Chairperson

**Members Present:** Kathy Ahlmark, Alyce Bradbury, Yuping Chen, Gordon Flake, Kelly Godfrey, Dave Goulding, Bill qb Quattlebaum, Boris Risek. Non-voting members: Virginia Ivanoff, Molly Vallant, Annette Rice (substitute for Veronica Godfrey).

**Members Absent:** Janice Allen, William Boyd, Doug Bristol, Celeste Edwards, Jeannie Foushee, Marcus Harris, Bill Jirles, Farida Sharief, Bill Steinmetz. Non-voting members: Ronald Herbert.

### Old Business

#### 1. Minutes

The 8-Mar-2006 minutes were reviewed and approved unanimously.

#### 2. Subcommittee Reports

**a. Women's Spirit Lecture:** Molly reported that Dr. Nora Volkow's lecture was well attended and that Dr. Schwartz (or his office) had sent out a reminder email to All-NIEHS staff. The reception ran out of food due to the large turnout (150 plus people). A DVD of the program is available to share.

**b. C.A.S.T. Celebration / Women's Health Fair.** Ginny noted that as part of the health screenings 3 people were diagnosed with severe blood pressure and went directly to their doctors. Another person had diabetes detected. Hats off to Ginny (who coordinated and collected money for the foods), Molly, Leanne, Celeste and others.

### New Business

**1. 2006 C.A.S.T. Event:** Olivia Simons coming 18-Apr-2006. Two classes on "Professional Etiquette for Communication Excellence" are offered and Ginny says they are more than half full with only one email announcement.

**2. Educational Seminars for Employees:** Mr. Self is trying to get a presentation on "Procedures and Guidelines for Hiring, Promotions, Probationary periods and Termination" set up for us. Working to coordinate on a date. Will start soon – in April.

**3. Asian Pacific Islander May 2006:** – Yuping has found a speaker but not set a date as yet. Dr. Wo – perhaps the 10<sup>th</sup> of May. International business specialist in UNC-CH. A proposed topic: "How unfair business practices can be detrimental to international markets." Preparations for a Japanese Tea Ceremony and Chinese musicians are progressing.

**4. Committee for the Arts:** QB had a summary in two pages of email interactions with Dona McNeill, Dick Sloane and others (this is attached at the end of these minutes.)

a: Arts and crafts from non-employees can be displayed with prior approval from the NIH Director. Displays can include business cards, contact info and even prices (but prices are discouraged).

b: Dr. Schwartz may be able to get this approval delegated to himself or his staff.

c: A release form will be needed and it must include statements of non-liability.

d: QB will write a memo for Dr. Schwartz and have the committee approve it.

**5. Disability Advocacy Committee:** Is working hand in hand with the officers to institute previously recommended changes. Kathy / Molly / Ginny were there and a pool of money is available. A question remains about what might happen to the health unit.

**6. Diversity Council Web Site:** Doug was not present to update the DC.

**New Events** (David Goulding to discuss results of DC member email survey)

**1 – Men’s Spirit Lecture:** would be held in June. Should be called Men’s Health Awareness Month as the previous proposed title takes away from the Women’s Spirit Lecture significance. Annette – suggests topics like depression: men, depression and the family. Ginny: men and breast cancer, testosterone. We already have contacts because of the previous Women’s Health Fair such as Rex Health. Have a Health Fair (screenings) on one day and a lecture on another. Screenings: blood pressure, diabetes, prostate cancer. If you want to participate in the organization come to Ginny’s office Wednesday, 19-Apr at 1pm.

Notify contract managers and encourage them to allow contract employees to attend.

**2 – Summer Fair:** for the council to mix on a social level with the summer of disc students. Cross off list.

**3 –Getting to Know a Country:** Often EEO does this. Cross off list.

**4 - Other Topics:**

a. Question arose about how to acknowledge the numerous contract units (e.g. Animal Care, Glassware, Media, Mail Room, CSP Staff, House Cleaning, etc.) Someone could look into the feasibility of letter to their managers, encouraging managers to allow contract employees to attend DC functions, or memos signed off by NIEHS Director or Scientific Director staff.

b. Closing discussions involved the role of the Diversity Council in personnel actions. Mr Self and Ginny are working to arrange lectures for the DC and NIEHS staff.

## Art Displays at NIEHS

Information provided by emails with  
Dona McNeill  
Dick Sloane  
Ellen Moul  
Nancy Powell

(From Donna on 16-March-2006)

QB,

Here is some information and recommendations gathered from various sources that may be useful in the planning for NIEHS Art Shows:

### POLICY

There's an important difference in an employee art show and an art sale; in the latter case, employees would be soliciting on government property, which is not allowed except in very special circumstances. See citation below:

NIH POLICY MANUAL, 1301, CONDUCT OF PERSONS AND TRAFFIC  
REGULATIONS AT NIH, Issuing Office: OA/OMA 496-2832; Release Date: 09/30/93,  
<http://www1.od.nih.gov/oma/manualchapters/management/1301/main.html>, which states  
in part:

3.44 Solicitation: It shall be unlawful for a person (other than an employee using authorized bulletin boards), without prior written approval of the Director, to offer or display any article or service for sale within the enclave buildings or grounds; or to display any sign, placard, or other form of advertisement; or to collect private debts; or to solicit business, alms, subscriptions or contributions, except in connection with approved national or local campaigns for funds for welfare, health and other public interest purposes, or solicitation of labor organization membership or dues as authorized under the Civil Service Reform Act of 1978 (Public Law 95-454). [emphasis added]

The NIEHS Employee Trading Post is the approved electronic bulletin board that has been set aside specifically for this purpose; but even it can't be used for commercial enterprises (solicitations for a small business, no matter how small).

### AT NIH

At NIH they use employee and volunteer organizations to sponsor art shows. Examples are "Friends of the Clinical Center," the Children's Inn Art Committee, and the R&W. The R&W has separate insurance for the events/vendors. The R & W also has a contract with artists and vendors where they pay a percent of their sales to cover the cost of the facilities insurance.

## INSURANCE

The Federal government cannot purchase liability insurance. The Arts and Photography Club agreement states that employees hang their work at their own risk. Dick Sloane can provide you with a copy of their form.

## DISPLAY

A hanging bar would be useful for displaying framed work. Keyed glass cabinets would need to be purchased for displaying 3 dimensional art.

## OFF CAMPUS SITES

Debi Del Corral would need to negotiate with lessors if framed work is going to be hung on walls.

## RECOMMENDATIONS

We recommend limiting this to an art show, not a sale -- but of course the employees who display their work would be identified with it, so you can assume that if an employee sees something they might like to separately contact the artist about for possible purchases, they could do so. Prices should not be posted.

Procedures – program procedures and artist's contracts should explain responsibilities, liability, how works will be selected, and the right to refuse work deemed inappropriate for a government facility.

Hope this clears up some questions.  
Dona McNeill

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QB's summary

Art can be displayed:

With Prior approval from the NIH Director it appears art, business cards and even prices can be displayed.

Dr. Schwartz may be able to get this approval delegated to NIEHS.

A release form will be needed and it must include a statement of non-liability for NIEHS/NIH/DHHS